

FILED

DEC 10 2015

CITY CLERK

RESOLUTION NO. 37, 2015

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF TERRE HAUTE, INDIANA:

WHEREAS, There are insufficient funds in a certain account of the City Clerk's Office budget to meet current and anticipated expenditures within said Department, and,

WHEREAS, There are surplus funds in other accounts of the same budget, said Accounts being within the appropriation heretofore made for the use of said Department.

BE IT THEREFORE RESOLVED: That the following transfers be made in the Accounts heretofore appropriated for the use of said Department:

FROM: Office Supplies	#02-421.010	\$2,500.00
Maintenance Contracts	#03-432.050	\$1,300.00
Telephone	#03-433.010	\$ 850.00
Publication of Legal Notices	#03-434.030	\$ 500.00
Copy Machine Supplies	#02-421.020	\$ 350.00
Postage	#03-433.020	\$ 150.00

TO: Purchase of Office Equipment #04-444.040 \$5,650.00

Total

\$5,650.00

Introduced by: Don Morris Don Morris, Councilman

Passed in open Council this 10th day of December, 2015.

John R. Smith, President

ATTEST: Charles P. Hanley Charles P. Hanley, City Clerk

Presented by me to the Mayor this 11th day of December, 2015.

Charles P. Hanley Charles P. Hanley, City Clerk

Approved by me, the Mayor, this 11th day of DECEMBER, 2015.

Duke A. Bennett Duke A. Bennett, Mayor

ATTEST: Charles P. Hanley Charles P. Hanley, City Clerk

REQUEST FOR TRANSFER OF BUDGETED FUNDS

(For Approval by Mayor, Controller, and City Council)

This form is to be used when the requested transfer is between two major classifications.

DEPARTMENT or FUND: City Clerk's Office 0101-0002

DATE: 12-9-15

	<u>Account #</u>	<u>Account Name</u>	<u>Amount</u>
FROM:	02-421.010	Office Supplies	\$2,500.00
FROM:	03-432.050	Maintenance Contracts	\$1,300.00
FROM:	03-433.010	Telephone	\$850.00
FROM:	03-434.030	Publication of Legal Notices	\$500.00
FROM:	02-421.020	Copy Machine Supplies	\$350.00
FROM:	03-433.020	Postage	\$150.00
TO:	04-444.040	Purchase of Office Equipment	\$5,650.00

Total Amount to Be Transferred \$5,650.00

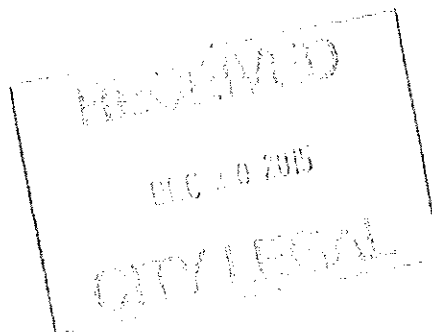
Department Head Approval: Michelle Edwards Date: 12-9-15
(Forward to Mayor) Signature Chief Deputy

To Mayoral Approval: 12/9/15 Date: _____
(Forward to Controller) Signature _____

Controller Approval: Leslie Ellis Date: 12/9/15
(Forward to the Legal Department)

Received by Legal: _____ Resolution # _____
Date


DEPARTMENT HEAD: Please attach a memorandum briefly detailing the need for this resolution. Such information should include the specific services or products you intend to purchase and the reason you have surplus funds in the specified accounts.



OFFICE OF THE CLERK
City Hall, Room 102
17 Harding Avenue
Terre Haute, Indiana 47807
812-232-3375

Charles P. Hanley, City Clerk

TO: City Council Members

FROM: Charles P. Hanley, City Clerk 

DATE: December 10, 2015

RE: Resolution 37, 2015

Resolution 37, 2015 is transferring budgeted funds to pay for various office equipment including filing cabinets and chairs. The Clerk's Office is under budget and is not asking for any additional funds. Thank you for your consideration.

city of terre haute